



# UNITED STATES MARINE CORPS

2d MARINE AIRCRAFT WING  
U.S. MARINE CORPS FORCES COMMAND  
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## Policy Letter #03-08

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: POLICY AND GUIDANCE FOR MARINE MEDIUM HELICOPTER SQUADRON (HMM) TO MARINE MEDIUM TILTROTOR SQUADRON (VMM) TRANSITION (SHORT TITLE: HMM TO VMM TRANSITION ORDER)

Ref: (a) NAVMC 3500.11  
(b) MCO 5311.1C W Ch 1  
(c) 2007 VMMT-204 Ready for Training Assessment II Brief

Encl: (1) MV-22 Transition Order  
(2) MV-22 Authorized to Fly and Perform Maintenance Policy

1. Situation. The Deputy Commandant of the Marine Corps for Aviation (DC (A)) governs the MV-22 transition through the Headquarters, U.S. Marine Corps, Department of Aviation (HQMC (AVN)) MV-22 Transition Task Force (TTF) to ensure the effective introduction and transition of the operating forces from the CH-46E to the MV-22 platform. This policy establishes guidance for the training of a Marine Medium Helicopter (HMM) squadron as it transitions to a Marine Medium Tiltrotor (VMM) squadron.

2. Mission. On, or about, 1 April 2008, Marine Medium Tiltrotor Training Squadron 204 (VMMT-204), in cooperation with Marine Aircraft Groups 26 and 29 (MAG-26/29), shall resume the transition training of Marine Medium Tiltrotor Squadrons (VMMs) at MCAS New River, NC. This training shall provide the transitioning squadron an initial operating capability (IOC) with a foundation of personnel capable of conducting core skill training independent of VMMT-204.

### 3. Execution

#### a. Commanders Intent and Concept of Operations

(1) Commander's Intent. 2d MAW personnel and aircraft commitments to II Marine Expeditionary Force (II MEF) call for a carefully orchestrated transition to the MV-22. My intent is to

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provide continued support to our deployed forces while simultaneously ensuring the right balance and focus is maintained towards the safe and tactical training of VMM squadron personnel.

(2) Concept of Operations. The transition shall consist of four phases, one informal and three formal, and shall follow the template for expected timelines to achieve phase completion. Upon entering the transition a squadron shall anticipate 19 months for training prior to entering a pre-deployment training program (PTP). Authority to adjust the 19 month period, either a reduction or extension in time, shall rest with the Commanding General (CG), II MEF.

(a) Phases of transition. The transition date (X-Day) commences when the first enlisted maintenance personnel report to the Center for Naval Aviation Technical Training Marine Unit (CNATTMARU) for MV-22 maintenance training

1. Phase I: Preparations for entering transition. Prior to X-Day squadron personnel shall commence an informal phase in preparation for entering the transition, with no formal timeline constraints.

a. The HMM, in coordination with M&RA, will make preliminary identification of those personnel potentially transitioning no later than X-Day minus 180 days (X-Day-180). Military Occupational Specialties (MOSS) of 6116, 6156, 6176, 6326, and 7562 shall be identified for transition. At X-Day-90, the squadron will submit a stabilized roster via Naval message to M&RA, copying the MAG and MAW, of individuals transitioning to the VMM community. M&RA shall publish orders to the individuals assigning them to MV-22 transition training.

b. No later than X-Day-30 the HMM will begin coordination with the Marine Aviation Logistics Squadron (MALS) and MAW ALD for the transfer of CH-46E and designated MV-22 aircraft and the redistribution of CH-46E peculiar aviation consolidated allowance and Marine Aviation Logistics Support Program (MALSP) spare parts and components, Individual Material Readiness List (IMRL) equipment, Aviation Life Support Systems (ALSS), and airborne operational equipment.

c. The HMM shall coordinate training with the MALS, MAG, and VMMT-204 for the following MOSS requiring minimal on-the-job training: Flight Equipment (6048),

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Maintenance Administration (6046), IMRL (6042), Support Equipment (6072), and Ordnance (6531). To facilitate VMM training, during Phase II each MOS shall train the following number of personnel in Optimized-Organizational Maintenance Activity (OOMA) and the MV-22 platform: four 6048s, three 6046s, one 6042, two 6072s, and three 6531s.

d. The HMM shall submit a final report via the Status of Resources and Training System (SORTS) as directed by the specific Marine Corps 5400 series bulletin for the transitioning squadron.

2. Phase II: Transition Basic Training. The Transition Basic Training phase commences (X-Day) and will last approximately eight months (X-Day plus 240). During this phase the squadron shall execute a Change of Command and shall be re-designated a VMM. The ceremony date shall be coordinated with CG, 2d MAW.

a. Following the Change of Command and re-designation as a VMM, the squadron shall make appropriate reports as directed in reference (b).

b. During this phase VMMT-204 shall provide Core Skill Introduction Training in accordance with reference (a). Core Skill Introduction Training shall focus on training the senior pilots, enlisted aircrew (EAC) and senior maintenance leadership to achieve sustainable flight operations.

c. At the completion of this stage the squadron will have achieved an Initial Operating Capability (IOC) and be capable of executing a flight schedule independent from VMMT-204. IOC is event driven and the date shall be determined by the AC/S G-3, 2d MAW, in coordination with the parent MAG and VMMT-204. IOC is defined as:

Four MV-22B (Block A or B) aircraft  
12 pilots

Four Night Systems Instructors (NSIs)  
Two Low Altitude Training Instructors (LATIs)  
Four Night Systems Qualified pilots (NSQ)  
Two Tiltrotor Second Pilots (T2Ps)

12 crew chiefs

Two Crew Chief Night Systems Instructors (CCNSIs)  
Four NSQ crew chiefs  
Six Basic crew chiefs

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60 Maintenance personnel

Six Quality Assurance Representatives (Two each -  
Flight Line (FL), Avionics (AVI), Airframes  
(AF))

12 Collateral Duty Inspectors (Four each - FL,  
AVI, AF)

12 Maintenance Training Management and Evaluation  
Program (MATMEP) Level III qualified  
personnel (Four each - FL, AVI, AF)

One Maintenance Control Chief

Three Safe for Flight personnel (SFF)

Four Work Center Division Chiefs

Three Maintenance administration

Four Flight equipment

Two Ground support equipment

One IMRL

Three Ordnance personnel

Nine MATMEP Level II-plus qualified personnel

d. VMMT-204 is responsible for providing  
two NSIs, two LATIs, one CCNSI, and trained maintenance  
personnel to the VMM facilitating an IOC. The MAG is  
responsible for providing two NSIs and one CCNSI to the VMM.

e. Pilots, enlisted aircrew, and  
maintenance personnel necessary to meet the requirements as  
defined in paragraph 4.B.(3).(c) above shall arrive at the VMM  
squadron no later than IOC minus 30 days in order to facilitate  
flight operations by IOC. Personnel not complete with training  
requirements shall continue training at VMMT-204 until complete.

3. Phase III: Core Training. The Core Skill  
Training phase shall last approximately six months (X-Day plus  
420).

a. The VMM's Core Training phase shall  
focus on Core Skill Basic and Core Skill Advanced training in  
accordance with reference (a) for pilots and EAC. At the  
completion of this phase the VMM shall be core competent with  
the following qualifications:

Ten MV-22B (Block B) aircraft

26 pilots

Six NSIs

Six Tiltrotor Aircraft Commanders (TACs)

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Six NSQ pilots  
Eight LAT Qualified pilots  
18 crew chiefs  
Three CCNSIs  
15 NSQ crew chiefs

110 Maintenance personnel progressing toward FOC

b. VMMT-204 shall continue to train initial accession pilots and EAC to T2P and basic crew chief, respectively. These individuals shall report to the VMM throughout this phase as they complete the syllabus.

c. The VMM shall be responsible for executing the Naval Aviation Maintenance Program (NAMP) and ensuring that maintenance personnel progress in maintenance training towards FOC.

4. Phase IV: Maturation Training. Maturation Training shall be approximately six-months in duration. At the completion of the Maturation Training phase (X-Day plus 600); the VMM shall be prepared to enter PTP for operational requirements.

a. Concentration on Flight Leadership skills for experienced pilots and Core Skill Basic and Core Skill Advanced training for all aircrew shall be the focus of the VMM during this phase. The VMM will conduct a squadron deployment for training (DFT) during this phase. The purposes of the DFT is to demonstrate a self-deployment capability, demonstrate sustained operations away from home base capability, conduct unit focused training, and refine squadron SOPs and tactics, techniques and procedures (TTPs).

b. The Maintenance Department shall continue maintenance training and ensure that the following qualifications are met at the completion of this phase.

110 Maintenance personnel  
Nine Quality Assurance Representatives (three  
Flight Line (FL), three Avionics (AVI),  
three Airframes (AF))  
16 Collateral Duty Inspectors (five FL, six AVI,  
five AF)

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10 Maintenance Training Management and Evaluation Program (MATMEP) Level III qualified personnel (three FL, four AVI, three AF)

c. During this phase the VMM shall, at a minimum, complete a Commanding General's Readiness Inspection (CGRI), Logistics, Material, Training Assistance (LOGMAT) Inspection, and others as deemed necessary by the squadron commander or higher headquarters.

(1) Full Operational Capability (FOC). Upon completion of Maturation Training the VMM shall achieve FOC and be prepared to enter an operational pre-deployment training program (PTP).

(b) Tasks

1. VMMT-204

a. Conduct Core Skill Introduction training for pilots and enlisted aircrew.

b. Conduct Level III and Level IV training for transitioning personnel in accordance with the Maintenance Training Management and Evaluation Program (MATMEP).

2. MAG-26/29

a. Provide intermediate maintenance activity and aviation supply support to VMMT-204 and the VMMs.

b. MAG Maintenance Chief, in coordination with the VMMT-204 Maintenance Chief, shall manage the population of experienced maintenance personnel to balance requirements across the VMMs as influenced by operational deployments, end of active service (EAS) commitments, and other factors affecting manpower.

(c) Commander's Critical Information Requirements. None.

(d) Coordinating Instructions. Commanding Officers and supporting staffs will review this order and comply with its contents. This Transition Plan shall be applied to each transitioning squadron as a template.

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1. VMMT-204 and the parent MAG are responsible for timeline maintenance for their respective phases. Each shall informally report monthly status, through the 2d MAW CFT G-3 representative, of all squadrons which have begun the transition from HMM to VMM.

4. Administration and Logistics. Throughout the transition, the VMM will continue normal garrison routine, and except for MV-22 specific transition training, shall conduct the necessary operational and administrative functions required to maintain the command.

a. VMMT-204 shall exercise tactical control (TACON) of the transitioning squadron during the Transition Basic Training phase to accomplish the task of affecting an IOC for the new VMM. Once the VMM achieves IOC, VMM will be returned to the full control of the parent MAG.

b. The HMM/VMM Commander shall be accountable to the VMMT-204 Commanding Officer during the Transition Basic Training phase and ensure that squadron personnel are available for transition training. The primary focus of the squadron during this period is transition training; however, it is understood that ground training requirements exist. Detailed coordination between the VMM and VMMT Operations Departments shall occur to minimize conflict and assure the transition.

5. Command and Signal

a. Command. This Policy Letter is applicable to all 2d Marine Aircraft Wing units and personnel.

b. Signal. This Policy Letter is effective date signed.

  
K. J. GLUECK, JR.

DISTRIBUTION:

2d MAW  
MAG-26  
MAG-29

# MV-22 Transition Order

UNIT/LOCATION	PMAA	FY07	FY-08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19
<b>MAG-26/39</b>														
VMM-263	12 MV-22													
VMM-162	12 MV-22													
VMM-266	12 MV-22													
HMM	12 CH-46E													
HMM	12 CH-46E													
HMM	12 CH-46E													
<b>MAG-16</b>														
HMM	12 CH-46E													
HMM	12 CH-46E													
VMM(1)														
VMM(2)														
HMM	12 CH-46E													
HMM	12 CH-46E													
<b>MAG-36</b>														
HMM	12 CH-46E													
HMM	12 CH-46E													
<b>MAG-39</b>														
HMM	18 CH-46E													
HMM	12 CH-46E													
HMM	12 CH-46E													
<b>MAG-24</b>														
VMM(3)														
<b>RESERVES</b>														
HMM	12 CH-46E													
HMM	12 CH-46E													
VMM														
VMM														

PMAA - PRIMARY MISSION AIRCRAFT AUTHORIZATION  
M - MV-22 TRANSITION BEGINS  
V - MV-22 SQUADRON CORE COMPETENT/ENTERS MATURATION AND PTP PHASE  
VMM(1) - SQUADRON BASED ON USMC END-STRENGTH INCREASE. REMAINS ON WEST COAST.  
VMM(2) - SQUADRON BASED ON USMC END-STRENGTH INCREASE TO WESTPAC.  
VMM(3) - CADRE HMM (CH-53D) REDESIGNATED AND TRANSITIONED TO VMM

***Focuses on transition order only.  
Specific bed-down sites of units TBD.***



## MV-22 Authorized to Fly and Perform Maintenance Policy

1. Throughout the remainder of the HMM to VMM transition, MV-22 instructors and aircraft resources will continue to be limited. In order to maximize training opportunities, this authorized to fly policy is promulgated for use in 2d MAW squadrons.
2. All VMMT-204, VMX-22, and VMM pilots and crew chiefs are authorized to fly in any 2d MAW MV-22. All VMMT-204, VMX-22, and VMM aircraft commanders are authorized to sign for any MV-22 within 2d MAW.
3. All VMMT-204, VMX-22, and VMM pilots and crew chiefs are authorized to employ all MV-22 designations and qualifications (i.e., Night Systems Qualified, Division Leader, Night Systems Instructor) in any V-22 within 2d MAW.
4. All VMM pilots and crew chiefs are authorized to employ all MV-22 designations and qualifications in VMM and VMMT-204 aircraft.
5. VMMT-204 and VMM Commanding Officers will identify events involving non-organic aircrew/aircraft via the flight schedule.
6. All MV-22 pilots and crew chiefs on DIFOP orders within 2d MAW, but outside a VMM or VMMT-204 are authorized to fly and employ all MV-22 designations and qualifications in VMM and VMMT-204 aircraft. VMMT-204 shall maintain all NATOPS jackets, APRs, and logbooks for these aircrew.
7. All MV-22 pilots and crew-chiefs within 2d MAW will be allowed to fly VMX-22 aircraft in support of transition training and operational test events once authorized by HQMC.
8. All maintenance personnel performing maintenance actions on aircraft assigned to a squadron other than the one which they are permanently assigned, will require written authorization from the squadron which the aircraft is assigned, prior to performing any duties for which they are qualified/certified. These qualifications will include, but are not limited to: CDI, CDQAR, QAR and Plane Captain.